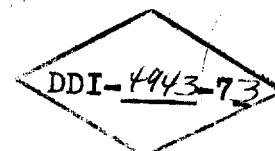


THE WHITE HOUSE  
WASHINGTON



November 21, 1973

MEMORANDUM FOR: SECRETARY, DEPARTMENT OF THE INTERIOR  
SECRETARY, DEPARTMENT OF TRANSPORTATION  
SECRETARY, DEPARTMENT OF THE TREASURY  
SECRETARY, DEPARTMENT OF DEFENSE  
SECRETARY, DEPARTMENT OF STATE  
DIRECTOR, CENTRAL INTELLIGENCE AGENCY ✓  
DIRECTOR, OFFICE OF MANAGEMENT & BUDGET

FROM: DIRECTOR, ENERGY POLICY OFFICE *CPH*

SUBJECT: Data for Monitoring the Petroleum Situation

The Cabinet Energy Task Force agreed on November 19, 1973, that the Department of Interior will be responsible for coordinating and updating all official estimates of the petroleum situation. It is vital that only one set of estimates be used in our weekly discussions of the emerging problem. To facilitate the development of these estimates and to assure that the expertise of every concerned agency is utilized, Interior will hold a weekly meeting of Department and Agency representatives to refine existing estimates and change the estimates as new developments occur. After each such meeting, Interior will produce a revised estimate of the situation to be used for the next two meetings of the Energy Emergency Action Group. This will be the official estimate and any changes to it will be made only at the Wednesday meetings. Ralph Miller of the Office of Energy Data & Analysis at Interior will chair these meetings. Please send the name of your representative to him. The first meeting will be at 3:00 PM, Wednesday, November 29, 1973, in room 7000-A, Department of the Interior.